

HOW TO USE ONLINE SCHEDULER

Log on at appointmentquest.com

Username- flowlab

Password- meatbone

Note: Reservation of Moflo is only made through Flow Lab employee.

1. Select "Schedules"
2. Select instrument you would like to reserve time on.

The screenshot shows the 'Workarea' sidebar on the left with 'Schedules' highlighted in the 'Availability' section. The main content area has three tabs: 'Schedules', 'Personnel', and 'Locations'. The 'Schedules' tab is active, showing a calendar for August 2009. The 4th of August is selected. Below the calendar is a detailed view for Tuesday, August 04, 2009, with a time slot grid from 8 AM to 6 PM. The grid shows availability for three instruments: Cyan, LSR (Evanston), and Moflo. The 9 AM to 10 AM slot for Cyan is highlighted with a red box.

3. Select duration of appointment,
4. Select time of appointment

The screenshot shows the appointment duration and time selection interface. The top row contains buttons for durations: 30 min, 1 hour (highlighted with a red box), 1 hour 30 min, 2 hours, and 2 hours 30 min. Below this is a section titled 'Available times (CDT) for Tuesday, August 04 - 1 hour appointment'. It contains a grid of time slots from 08:00 AM to 07:00 PM. The 02:30 PM slot is highlighted with a red box.

5. If you are already in the system Select "Returning Customer" (Most likely you are already in the system because we only allow people to schedule themselves once they have been trained.)
6. Navigate to your information through Last Name

The screenshot shows the customer selection interface. The top row contains buttons for 'Date & Time >', 'Customer >', 'Confirm >', and 'Done'. Below this is a section titled 'Selected Date & Time: Tuesday, August 04, 2009 at 02:30 PM - 03:30 PM CDT'. Below that is a section titled 'New Customer', 'Returning Customer' (highlighted with a red box), and 'Customer Search'. Below this is a 'Customer Directory' section with the text 'Click on the first letter of customer's last name below to browse customer records on file'. Below the text is a grid of letters from A to Z. The letter 'I' is highlighted with a red box.

7. If you aren't in the system (mostly Evanston Campus) Select "New Customer" and fill in Empty fields

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has sections for 'workarea', 'Availability', 'Appointments', and 'Customers'. The main content area is titled 'Step 2: Setup Appointment' and shows 'LSR (Evanston) in August 2009'. Below this, there are tabs for 'Date & Time >', 'Customer >', 'Confirm >', and 'Done'. The 'Customer >' tab is active, showing 'Selected Date & Time: Tuesday, August 04, 2009 at 02:30 PM - 03:30 PM CDT'. Below this, there are three tabs: 'New Customer', 'Returning Customer', and 'Customer Search'. The 'New Customer' tab is highlighted with a red box. Below the tabs is a 'New Customer Profile' form with the following fields: First Name, Last Name, Daytime Phone, E-mail, E-mail Preference (Rich Text (HTML) and Plain Text (ASCII)), and Principle Investigator. The 'New Customer' tab and the form fields are highlighted with a red box.

8. Fill in sample Info
9. Check Boxes if you would like Notification, Confirmation or Reminder
10. Select "Make Appointment"

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has sections for 'Customers' and 'Account'. The main content area is titled 'Edit Customer Record' and shows the following information: Daytime Phone: (312) 908-1294, CUFS#: 3454, Net ID: jem122, Principle Investigator: Chuck Goolsby, Cancer Center Member: YES, and Experiment Notes: (not on file). Below this is an 'Edit Customer Record' button. Below the button is a 'Sample Info' section with a red box around the input field. Below the 'Sample Info' section is an 'E-mails to be sent to the customer' section with the following checkboxes: Notification (unchecked), Confirmation (checked), and Reminder (checked). The 'Done' button is visible at the bottom left of the interface.